

**IN THE UNITED STATES DISTRICT COURT
FOR THE CENTRAL DISTRICT OF ILLINOIS**

**ADMINISTRATIVE PROCEDURES FOR FILING, SIGNING,
AND VERIFYING PLEADINGS AND
PAPERS BY ELECTRONIC MEANS**

IN CRIMINAL CASES

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I. THE ELECTRONIC FILING SYSTEM

A. DEFINITIONS.

1. “Case Management/Electronic Case Filing System,” referred to in these procedures as the System or CM/ECF, means the internet-based system for filing documents and maintaining court files in the District Court for the Central District of Illinois.
2. “Electronic filing” means uploading a pleading or document directly from the registered user’s computer in Adobe PDF format (“Portable Document Format” or .pdf format¹), using CM/ECF, to file that pleading or document in the Court’s case file. Sending a document or pleading to the Court via e-mail does not constitute “electronic filing.”
3. “Conventional filing” means submitting a document or pleading to the Court or a party in paper or other non-electronic, tangible format. Documents submitted conventionally will be scanned, uploaded, filed and

¹A document created with almost any word-processing program can be converted to .pdf. The .pdf program in effect takes a picture of the original document and allows anyone to open the converted document across a broad range of hardware and software, with layout, format, links, and images intact. For information on .pdf, users may visit the websites of .pdf vendors, such as <http://www.adobe.com/products/acrobat/> or <http://www.fineprint.com/>.

maintained in CM/ECF unless these procedures provide otherwise.

B. IN GENERAL. Unless otherwise provided by these administrative procedures, all documents², other than charging documents, submitted for filing in criminal cases in this district after September 1, 2004, no matter when a case was originally filed, shall be filed electronically using CM/ECF. If authorized on a case-by-case basis by the assigned judge, documents may be submitted for filing conventionally or in .pdf format on 3.5" disks or on CDs; such documents will be scanned³ and uploaded to the System by the Clerk's Office.

1. Pro se parties shall not file electronically unless granted leave of court to use CM/ECF.

²The requirement that "all documents" be filed electronically includes briefs and deposition transcripts used in support of motions or at trial.

³When scanning documents to be subsequently filed electronically, filing parties should make certain their scanners are configured for 200-300 dpi and black and white rather than color scanning. The filing party is responsible for the legibility of the scanned document. If for any reason a document cannot be easily read after scanning, the filing party should not electronically file the document. Instead, the filing party must conventionally file it with the Clerk's Office.

Because large documents may not upload properly to the System or download within a reasonable amount of time for users with a 56K modem, documents over two megabytes can only be filed electronically if they are separated into several documents, each less than two megabytes. Documents over two megabytes that are filed electronically without separation will be rejected by the System. As a general rule, two megabytes equates to about 800 pages of documents converted to .pdf directly from a word processing program; 48 pages of print documents scanned using the above criteria; and about 11 8x10 color photos.

2. Juvenile criminal matters shall be filed under seal unless, after hearing, the Court rules that the juvenile shall be tried as an adult.
3. While registered attorneys of record will have remote access to documents in criminal cases, no public remote access will be available until further order of the Court.⁴ Public access to docket sheets in criminal cases, however, will be available. Also, members of the public may view electronic criminal files at the public terminals in the Clerk's Office.
4. An attorney may apply to the assigned judge for permission to file documents conventionally. Even if the assigned judge initially grants an attorney permission to file documents conventionally, however, the assigned judge may withdraw that permission at any time during the pendency of a case and require the attorney to file documents electronically

⁴On March 13, 2002, the Judicial Conference of the United States approved an exception to the prohibition on public access to criminal case records. In a high-profile criminal case where the demand for documents will "impose extraordinary demands on a court's resources," that court is authorized to provide Internet access to criminal case files "if all parties consent and the trial judge or presiding judge of an appellate panel finds that such access would be warranted." On September 19, 2001, the Judicial Conference determined that the policy restricting remote public access to criminal records would be "re-examined within the next two years."

using the System.

5. Any judge of this Court may deviate from these procedures in specific cases, without prior notice, if deemed appropriate in the exercise of discretion, considering the need for the just, speedy, and inexpensive determination of matters pending before the Court. The Court may also amend these procedures at any time without prior notice.

C. PASSWORDS. Each attorney admitted to practice in the Central District of Illinois, or pro se party given leave of court to proceed electronically, shall be entitled to one System password from the District Court. The password permits the user to participate in the electronic retrieval and filing of pleadings and other papers.

1. No registered attorney shall knowingly permit or cause to permit his or her password to be utilized by anyone other than an authorized employee of his or her office. Pro se parties given leave of the court to proceed electronically shall not permit or cause to permit any other individual to utilize their assigned password.
2. Once registered, the attorney or authorized pro se filer shall

be responsible for all documents filed with his or her password.

3. The court will only issue passwords to attorneys in good standing as defined in Local Rule 83.5.
4. Registration for a password is governed by Section I(D).

D. REGISTRATION.

1. Each person filing electronically must complete and sign a Registration Form, attached to these procedures as Form A (for attorneys) and Form B (for pro se litigants). The forms are also available on the Court's web site at www.ilcd.uscourts.gov.
2. All signed original Registration Forms shall be mailed or delivered to the United States District Court, Clerk of the Court, ECF Registration, at one of the four divisional office addresses shown on the Registration Forms.
3. To ensure that the Clerk's Office has correctly entered a registering person's Internet e-mail address in the System, the Clerk's Office will send the registrant, with return receipt requested, an Internet e-mail message assigning a log-in.

After confirmation of receipt of that e-mail, the Clerk's Office will then send password information to the registrant via a separate e-mail.

4. Once registered, a user may petition the Court to withdraw from participating in the System by providing the Clerk's Office with notice of withdrawal. Such notice must be in writing, and mailed or delivered to the United States District Court, Clerk of the Court, CM/ECF Registration, at one of the four divisional office addresses shown on the Registration Forms. Upon approval by the Court, the Clerk's Office will immediately cancel the password and delete the user's name from any applicable electronic service list. Withdrawal from participation in the System shall not be construed as authorization to file cases or documents conventionally.
5. After registering, users may change their passwords and are strongly encouraged to do so for security purposes. If a user comes to believe that the security of an existing password has been compromised and that a threat to the

System exists, the user must change his or her password immediately. In addition, the user shall immediately notify by telephone the Clerk's Office of the changed password and confirm the change by facsimile to prevent access to the System with the old password.

6. A user whose e-mail address, mailing address, telephone or fax number has changed from that of the original Registration Form shall timely file a notice of a change of address and serve a copy of the notice on all other parties.

II. ELECTRONIC FILING AND SERVICE OF DOCUMENTS

A. FILING.

1. Charging documents. All charging documents (including the complaint, information, indictment, and superceding indictment) shall be filed conventionally and then uploaded by the Clerk. All subsequent pleadings, including motions, applications, briefs, memoranda of law, exhibits, or other documents in a criminal case shall be electronically filed on the System except as otherwise provided by these administrative procedures.
2. Pleadings and documents other than charging documents.
 - a. A document submitted electronically shall not be considered filed for purposes of the Federal Rules of Criminal Procedure until the System-generated Notice of Electronic Filing (described in Section II(B)(1) of these procedures) has been sent electronically to the filing party.
 - b. E-mailing a document to the Clerk's Office or to the assigned judge shall not constitute "filing" of the

document.

- c. A document filed electronically before 5:00 p.m. central standard time on a normal business day will be deemed filed on that date. A document filed at or after 5:00 p.m. central standard time on a normal business day will be deemed filed on the next business day. If time of day is of the essence, the assigned judge will order that document to be filed by a time certain.

- 3. Leave of Court. If filing a document requires leave of the Court, such as a motion to submit a reply brief, the filing party shall attach the proposed document as an exhibit to the motion according to the procedures in Section V. If the Court grants the motion, the order will direct the Clerk to file the attached document electronically.

- 4. Attachments. Attachments and exhibits larger than two megabytes must be filed electronically in separate two-megabyte segments. See footnote 3 above and Section V below. If attachments or exhibits are longer than 30 pages,

a courtesy paper copy shall be provided to the presiding judge's chambers.

5. Official Court Record. The Clerk's Office shall not maintain a paper court file in any case begun after the effective date of these procedures except as otherwise provided in these procedures. The official court record shall be the electronic file maintained by the court, supplemented with any conventionally-filed documents or exhibits filed in accordance with these procedures.

- a. The Clerk's Office will retain all original indictments, petitions to enter plea of guilty, plea agreements, and those documents identified in Section II(C)(4) below, after they have been scanned and uploaded to the System. The electronic documents shall constitute the official record in the case.

- b. Any party filing any original document conventionally (other than those listed above in clause a. of this subsection) shall accompany such filing with a self-addressed, postage-paid envelope. The Clerk's

Office will scan and upload the document filed into the System, and then return the conventional document to the filing party in the self-addressed envelope. If a party fails to submit a self-addressed, postage-paid envelope with the conventionally filed document, the Clerk's Office will discard the documents after they are scanned and uploaded to the System.

6. Official Transcribers and Contract Court Reporters. Certified transcripts of proceedings, along with the tapes of transcribed proceedings and original notes, shall be filed conventionally and kept on file in conventional form. The Clerk's Office shall make a text entry in the System to record the fact that the transcripts of proceedings have been filed.

B. SERVICE.

1. Whenever a pleading or other paper is filed electronically in accordance with these procedures, the System will generate a "Notice of Electronic Filing" to the filing party, to

any other party who is a registered user in that case,⁵ and to the assigned judge if he or she has elected to receive notice.

- a. If the recipient is a registered participant in the System, the System's e-mailing of the "Notice of Electronic Filing" shall be the equivalent of service of the pleading or other paper by first class mail, postage prepaid.
- b. Service of the "Notice of Electronic Filing" on a party who is not a registered participant in the System may be accomplished by e-mail, subject to the additional service requirements of Section B(3) below.

2. A certificate of service on all parties entitled to service or notice is still required when a party files a document electronically. The certificate must state the manner in which service or notice was accomplished on each party entitled to service or notice. Sample language for a

⁵To determine whether another party is a registered user, the filer can select the System's "Utilities" category, and then click on "Mailing Information for a Case" on the pull-down menu. The filer then enters the case number and the System information will appear, stating whether or not the filer must mail a copy or if the System will electronically generate one.

certificate of service is attached to these procedures as Form C.

3. A party who is not a registered participant of the System is entitled to a paper copy of any electronically filed pleading, document, or order. The filing party must therefore provide the non-registered party with the pleading, document, or order according to the Federal Rules of Criminal Procedure. When mailing paper copies of documents that have been electronically filed, the filing party may include the “Notice of Electronic Filing” to provide the recipient with proof of the filing.
4. The three-day rule of Federal Rule of Criminal Procedure 45(c) for service by mail shall also apply to service by electronic means.⁶

⁶Attorneys should be aware that the response due date, which appears when either electronically filing a motion or querying deadlines, is for court use only and should not be relied upon as an accurate computation of the response date.

C. SIGNATURES.

1. Non-Attorney Signatures.

- a. If the original document requires the signature of a non-attorney, the filing party or the Clerk's Office shall scan the original document, electronically file it on the System, and the filing party shall retain the original document until one year after the date that the judgment has become final by the conclusion of direct review or the expiration of the time for seeking such review has expired.
- b. The electronically filed document as it is maintained on the court's servers shall constitute the official version of that record. The court will not maintain a paper copy of the original document except as otherwise provided in these administrative procedures.
- c. A non-filing signatory or party who disputes the authenticity of an electronically filed document with a non-attorney signature or the authenticity of the

signature on that document must file an objection to the document within fourteen days of receiving the Notice of Electronic Filing.

2. Attorney Signatures. A pleading or other document requiring an attorney's signature shall be signed in the following manner, whether filed electronically or submitted on disk or CD to the Clerk's Office: "s/ (attorney name) ."

a. The correct format for an attorney signature is as follows:

s/ Judith Attorney

Judith Attorney Bar Number: 12345

Attorney for (Plaintiff/Defendant)

ABC Law Firm

123 South Street

Peoria, Illinois 61000

Telephone: (309) 123-4567

Fax: (309) 987-6543

E-mail: judith_attorney@law.com

b. Any party challenging the authenticity of an electronically filed document or the attorney's signature on that document must file an objection to the document within fourteen days of receiving the Notice of Electronic Filing.

3. Multiple Signatures. The following procedure applies when a stipulation or other document requires two or more signatures:
- a. The filing party or attorney shall initially confirm that the content of the document is acceptable to all persons required to sign the document and shall obtain the signatures of all parties on the document. For purposes of this rule, physical, facsimile, or electronic signatures are permitted.
 - b. The filing party or attorney then shall file the document electronically or submit it to the Clerk's Office on disk, indicating the signatories, *e.g.*, "s/ Jane Doe," "s/ John Smith," etc. A Certificate of Service upon all parties and/or counsel of record shall be filed with the document.
 - c. The correct format for a signature is the same as shown above in Section 2(a).
 - d. The filing party shall retain the original document until one year after the date that the judgment has become

final by the conclusion of direct review or the expiration of the time for seeking such review has expired.

- e. A non-filing signatory or party who disputes the authenticity of an electronically filed document containing multiple signatures or the authenticity of the signatures themselves must file an objection to the document within fourteen days of receiving the Notice of Electronic Filing.

- 4. Documents in Criminal Cases. Several documents in criminal cases require the signature of a non-attorney, such as a grand jury foreperson, a defendant, a third-party custodian, a United States Marshal, an officer from Probation, or some other federal officer or agent. In general, the Clerk's Office will scan these documents, upload them to the System, and retain the original documents in conventional format. Signatures of jurors on verdict forms or of the foreperson on indictments shall be redacted by the Clerk before scanning and uploading. The

electronically filed document as it is maintained on the Court's servers shall constitute the official version of that record.

D. PENALTIES, ASSESSMENTS AND OTHER AMOUNTS

PAYABLE. Any monetary amount required to be paid in District Court is payable to the Clerk of the Court by credit/debit card, check, money order, or cash. The Clerk's Office will document the receipt of fees on the docket with a text-only entry. The Court will not maintain electronic billing or debit accounts for lawyers or law firms.

E. ORDERS.

1. The assigned judge or the Clerk's Office shall electronically file all signed orders. Any order signed electronically has the same force and effect as if the judge had affixed the judge's signature to a paper copy of the order and it had been entered on the docket conventionally.
2. Proposed orders may be submitted as attachments to motions.
3. A filing party moving for issuance of a writ, warrant, or

summons should advise the judge that a prompt ruling is required, and attach the writ, warrant, or summons in .pdf format to the proposed order (if one is needed). A motion to file documents under seal shall be made in the manner specified in Section III of these procedures.

4. If a judge enters an order during a hearing, copies of the order will be distributed electronically after the hearing.
5. When mailing paper copies of an electronically filed order to a party who is not a registered participant of the System, the Clerk's Office will include the Notice of Electronic Filing to provide the non-participant with proof of the filing.
6. The assigned judge may grant routine orders by a text-only entry upon the docket. When text-only entries are made, no separate .pdf document will issue; the text-only entry shall constitute the Court's only order on the matter. The System will generate a "Notice of Electronic Filing" as described in these procedures.

F. TITLE OF DOCKET ENTRIES. The party electronically filing a pleading or other document shall be responsible for designating a

docket entry title for the document by using one of the docket event categories prescribed by the court.⁷

G. CORRECTING DOCKET ENTRIES.

1. Once a document is submitted and becomes part of the case docket, corrections to the docket are made only by the Clerk's Office. The System will not permit the filing party to make changes to the document(s) or docket entry filed in error once the transaction has been accepted.
2. A document incorrectly filed in a case may be the result of posting the wrong .pdf file to a docket entry, or selecting the wrong document type from the menu, or entering the wrong case number and not catching the error before the transaction is completed. **The filing party should not attempt to refile the document.**
3. As soon as possible after an error is discovered, the filing party should contact the Clerk's Office with the case number and document number for which the correction is being requested. If appropriate, the Court will make an entry indicating that the

⁷Readers may view the "CM/ECF Criminal Menu for Attorneys" on the court's web site at www.ilcd.uscourts.gov.

document was filed in error. The filing party will be advised *if* the document needs to be refiled.

H. TECHNICAL FAILURES.

1. The Clerk's Office shall deem the Central District of Illinois CM/ECF site to be subject to a technical failure on a given day if the site is unable to accept filings continuously or intermittently over the course of any period of time greater than one hour after 10:00 a.m. that day. Known systems outages will be posted on the Court's web site, if possible.
 - a. Parties are encouraged to file documents electronically during normal business hours, in case a problem is encountered.
 - b. In the event a technical failure occurs, and despite the best efforts of the filing party a document cannot be filed electronically, the party should print (if possible) a copy of the error message received. In addition, as soon as possible, the party should file a Declaration that Party was Unable to File in a Timely Manner Due to Technical Difficulties. The Court will then order appropriate relief.

Sample language for a declaration is attached to these procedures as Form D.

2. Problems on the filer's end, such as phone line problems, problems with the filer's Internet Service Provider (ISP) or hardware or software problems, will neither constitute a technical failure under the procedures nor excuse an untimely filing.
 - a. If a party misses a filing deadline due to such problems, the document may be conventionally submitted, accompanied by a Declaration stating the reason for missing the deadline and a motion for leave to file instant.
 - b. The motion, document and declaration must be filed no later than 12:00 noon of the first day on which the Court is open for business following the original filing deadline. The Court will consider the matters stated in the declaration and order appropriate relief.

III. DOCUMENTS FILED UNDER SEAL AND EX PARTE MOTIONS

All ex parte motions and motions for leave to file documents under seal, together with supporting information, shall be submitted to the presiding judge via e-mail at the addresses below. A proposed order shall be attached as an exhibit. In addition, the pleading or documents that the party wishes to be filed under seal shall be attached as an exhibit. The presiding judge will then determine if the motion (and/or attached documents) should be filed under seal, and will determine how the matter will proceed thereafter. If the Court orders a document filed under seal, the Clerk will note on the docket sheet “document sealed” when it is filed.

baker@ilcd.uscourts.gov
mccuskey@ilcd.uscourts.gov
mcdade@ilcd.uscourts.gov
mihm@ilcd.uscourts.gov
mills@ilcd.uscourts.gov
scott@ilcd.uscourts.gov
bernthal@ilcd.uscourts.gov
cudmore@ilcd.uscourts.gov
evans@ilcd.uscourts.gov
gorman@ilcd.uscourts.gov
shields@ilcd.uscourts.gov

IV. CONVENTIONAL FILING OF DOCUMENTS

- A. GENERALLY.** The Court, upon application, may authorize conventional filing of documents otherwise subject to these electronic filing procedures.
- B. PRO SE FILERS.** Pro se filers shall file paper originals of all pleadings, motions, affidavits, briefs, and other documents which must be signed or which require either verification or an unsworn declaration under any rule or statute. The Clerk's Office will scan these original documents into an electronic file in the System, but will also maintain a paper file.

- V. EXHIBITS.** This section applies to exhibits other than those submitted at trial or a hearing. The method for submitting exhibits at trial or a hearing shall be determined by the Judge presiding over the matter.
- A. A party may conventionally file exhibits which are not readily available in electronic form (e.g. blueprints, large maps) or which are too lengthy to scan. The Clerk's Office will note on the docket its receipt of such conventionally filed exhibits with a text-only entry, and such documents will be maintained conventionally.
 - B. If possible, however, a filing party should scan a paper exhibit that is less than two megabytes (see footnote 3 above) and submit the exhibit as a .pdf file attached to the motion. Because .pdf files containing scanned documents take up considerably more space on the System than .pdf files containing electronically generated documents, filing parties may submit .pdf files containing scanned documents of more than two megabytes only if they are filed in separate two-megabyte segments.
 - C. A party electronically submitting evidentiary materials to the Clerk's Office shall also electronically attach an index listing each item of evidence then being filed and identifying the motion or pleading to

which it relates.

- D. Because documents scanned in color or containing a graphic take much longer to upload, filing parties must configure their scanners to scan documents at 200-300 dpi and in black and white rather than in color. Documents appearing in color in their original form, such as color photographs, may be scanned in color and then uploaded to the System or filed conventionally.
- E. The filing party is required to verify the readability of scanned documents before filing them electronically with the Court.
- F. Exhibits filed conventionally shall be served on other parties as if not subject to these electronic filing procedures.

VI. PUBLIC ACCESS TO THE SYSTEM DOCKET

A. PUBLIC ACCESS AT THE COURT. Electronic access to the electronic docket and to documents filed in the System is available for viewing to the public at no charge at the Clerk's Office during regular business hours. A copy fee for an electronic reproduction is required in accordance with 28 U.S.C. § 1930.

B. INTERNET ACCESS.

1. Public remote electronic access to the System for viewing purposes is limited to subscribers to the Public Access to Court Electronic Records ("PACER") system, which charges a user fee for remotely accessing certain detailed case information. More detailed information is available from PACER. NOTE: The access fee does not apply to official recipients of electronic documents, i.e., parties legally required to receive service or to whom service is directed by the filer in the context of service under Federal Rules of Criminal Procedure. Official recipients may hyperlink from the Notice of Electronic Filing to the filed document and will have a one-time opportunity to view and/or download that document

without charge, as they see fit. If they remotely access and/or print the document again, however, they will be charged.

2. Until further order of the Court, no one but an attorney of record may remotely view records in a criminal case. Public remote access is limited to viewing docket sheets only.
3. An exception to the prohibition on public remote access is possible in a high-profile criminal case where the demand for documents may impose extraordinary demands on the Court's resources. The Court is authorized to provide Internet access to documents filed in that case if all parties thereto consent and the trial judge finds that such access is warranted.

C. CONVENTIONAL COPIES AND CERTIFIED COPIES.

Conventional copies and certified copies of electronically filed documents may be purchased at the Clerk's Office. The fee for copying and certifying will be in accordance with 28 U.S.C. § 1914.

ECF ATTORNEY REGISTRATION FORM

To register for an account on this Court's Electronic Case Filing System (ECF), please complete the following information:

[PLEASE TYPE]

First Name: _____ Middle Name: _____

Last Name: _____ Bar ID Number and State: _____

Firm Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Primary e-mail address: _____

(Attorney's individual e-mail for purposes of receipt and confirmation of login and password information)

Fax Number: _____ Secondary e-mail address: _____

(For purposes of ongoing notices of filing, e.g. central repository, secretary)

Attorneys seeking to file documents electronically must be admitted to practice in the United States District Court for the Central District of Illinois pursuant to Local Rule 83.5.

Date admitted to practice in this Court: _____ Are you currently in good standing? Yes **9** No **9**

The undersigned agrees to abide by all Court rules, orders, and policies and procedures governing the use of the electronic filing system. The undersigned also consents to receiving notice of filings pursuant to Fed. R. Civ. P. 5(b)(2)(D) and Fed. R. Crim. P. 49(b) via the Court's electronic filing system. The combination of user id and password will serve as the signature of the attorney filing the documents. Attorneys must protect the security of their passwords and immediately notify the court if they learn that their password has been compromised. The undersigned acknowledges that misuse of the password or violations of the Administrative Procedures for controlling electronic filing may subject the undersigned to sanctions pursuant to Fed. R. Civ. P. 11. Visit the PACER web site at <http://pacer.psc.uscourts.gov> to establish a PACER account.

Attorney Signature _____ Date _____

Submit completed Registration Form to:

John M. Waters, Clerk
United States District Court
Attention: Electronic Filing System Registration

100 N.E. Monroe St
Room 309
Peoria, IL 61602
(309) 671-7117

201 S. Vine St
Room 218
Urbana, IL 61801
(217) 373-5830

600 E. Monroe St
Room 151
Springfield, IL 62701
(217) 492-4020

211 19th Street
Room 40
Rock Island, IL 61201
(309) 793-5778

Login name sent via e-mail. Password will be sent via separate e-mail after confirmation of receipt of login name. Contact one of the divisional offices listed above with any questions concerning registration or ECF.

COURT USE ONLY:

E - Filing Login Assigned: _____

E - Filing Password Assigned: _____

☐ Attorney's e-mail record updated

☐ Password e-mailed to attorney

☐ Confirmation e-mail with login sent

☐ Copy of form mailed to attorney

☐ E-mail address confirmed by attorney

ECF REGISTRATION FORM - PRO SE

To register for an account on this Court's Electronic Case Filing System (ECF), please complete the following information:

[PLEASE TYPE]

First Name: _____ Middle Name: _____

Last Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Primary e-mail address: _____

(Pro se party individual e-mail for purposes of receipt and confirmation of password information)

Fax Number: _____ Secondary e-mail address: _____

(For purposes of ongoing notices of filing, e.g. central repository, secretary)

The undersigned agrees to abide by all Court rules, orders, and policies and procedures governing the use of the electronic filing system. The undersigned also consents to receiving notice of filings pursuant to Fed. R. Civ. P. 5(b)(2)(D) and Fed. R. Crim. P. 49(b) via the Court's electronic filing system. The combination of user id and password will serve as the signature of the pro se party filing the documents. Pro se parties must protect the security of their passwords and immediately notify the court if they learn that their password has been compromised. The undersigned acknowledges that misuse of the password or violations of the Administrative Procedures for controlling electronic filing may subject the undersigned to sanctions pursuant to Fed. R. Civ. P. 11. Visit the PACER web site at <http://pacer.psc.uscourts.gov> to establish a PACER account.

Signature _____ Date _____

Submit completed Registration Form to:

John M. Waters, Clerk
United States District Court
Attention: Electronic Filing System Registration

100 N.E. Monroe St
Room 309
Peoria, IL 61602
(309) 671-7117

201 S. Vine St
Room 218
Urbana, IL 61801
(217) 373-5830

600 E. Monroe St
Room 151
Springfield, IL 62701
(217) 492-4020

211 19th Street
Room 40
Rock Island, IL 61201
(309) 793-5778

Login name sent via e-mail. Password will be sent via separate e-mail after confirmation of receipt of login name. Contact one of the divisional offices listed above with any questions concerning registration or ECF.

COURT USE ONLY:

E - Filing Login Assigned: _____

E - Filing Password Assigned: _____

- ☐ Pro se Party e-mail record updated ☐ Password e-mailed to pro se party
☐ Confirmation e-mail with login sent ☐ Copy of form mailed to pro se party
☐ E-mail address confirmed by pro se party

**IN THE UNITED STATES DISTRICT COURT
FOR THE CENTRAL DISTRICT OF ILLINOIS**

SAMPLE FORMATS - CERTIFICATE OF SERVICE

Sample A

I hereby certify that on ____ (Date) ____, I electronically filed the foregoing with the Clerk of the Court using the CM/ECF system which will send notification of such filing to the following:_____
_____, and I hereby certify that I have mailed by United States Postal Service the document to the following non CM/ECF participants:_____.

s/_____
Attorney's Name and Bar Number
Attorney for (Plaintiff/Defendant)
Law Firm Name
Law Firm Address
Law Firm Phone Number
Law Firm Fax Number
Attorney's E-mail Address

Sample B

I hereby certify that on ____ (Date) ____, I presented the foregoing to the Clerk of the Court for filing and uploading to the CM/ECF system which will send notification of such filing to the following:_____
_____, and I hereby certify that I have mailed by United States Postal Service the document to the following non CM/ECF participants:_____.

s/_____
Attorney's Name and Bar Number
Attorney for (Plaintiff/Defendant)
Law Firm Name
Law Firm Address
Law Firm Phone Number
Law Firm Fax Number
Attorney's E-mail Address

IN THE UNITED STATES DISTRICT COURT
FOR THE CENTRAL DISTRICT OF ILLINOIS

_____)	
Plaintiff(s),)	
)	
vs.)	Case No.
)	
_____)	
Defendant(s))	

**Declaration that Party was Unable to File in a Timely Manner
Due to Technical Difficulties**

Please take notice that [Plaintiff/Defendant, Name of Party] was unable to file the attached [Title of Document] in a timely manner due to technical difficulties. The deadline for filing the [Title of Document] was [Filing Deadline Date]. The reason(s) that I was unable to file the [Title of Document] in a timely manner and the good faith efforts I made prior to the filing deadline to both file in a timely manner and to inform the Court and the other parties that I could not do so are set forth below.

[Statement of reasons and good faith efforts to file and to inform (including dates and times)]

I declare under penalty of perjury that the foregoing is true and correct.

s/ [Name of Filing Attorney]

Name of Filing Attorney

Law Firm Name

Address

City, State, ZIP Code

Phone: (xxx) xxx-xxxx

Fax: (xxx) xxx-xxxx

E-mail: xxx@xxx.xxx